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Subject Area: **Community Involvement in Laboratory Decision-Making**

Contents: Community Involvement in Laboratory Decision-Making

Effective Date: **September 2000**

Point of Contact: [Manager of Community Involvement](#)

Section	Overview of Content (see section for full process)
Introduction 1. Identifying Issues That May Require Community Involvement	<ul style="list-style-type: none"> • Complete checklist and send to the Manager of Community Involvement. • Analyze whether community involvement is needed, and if so, consult the Community Involvement Plan to determine level of the issue/decision authority. • If needed for policy-level issues, develop and submit to the Integration Council an Issue and Decision Paper that discusses the impacts of doing/not doing community involvement. • Develop and implement a community involvement/communications plan.

[Definitions](#)

Exhibits

[Process Flowchart for Identifying Issues/Decisions That May Require Community Involvement](#)

Forms

[Checklist for Identifying Issues/Decisions That May Require Community Involvement](#)

Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area may or may not contain reporting obligations. See the subject area until obligations are listed here.

References

[Community Involvement Policy Statement](#)

[Community Involvement Plan](#)

Standards of Performance

BNL shall actively seek and consider the community's input on Laboratory decisions that affect the community and the general public.

Management System


This subject area belongs to the **External Communications** management system.

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Subject Area: **Community Involvement in Laboratory Decision-Making**

Introduction: Laboratory Decision-Making and Community Involvement

Effective Date: **September 2000**

Point of Contact: [Manager of Community Involvement](#)

Community Involvement in Laboratory Decision-Making

This subject area describes how level I/II and project managers identify the need to undertake community involvement activities in issues and/or decision-making processes at the Laboratory. This subject area, issue- or project-specific community involvement plans, and the [Brookhaven National Laboratory Community Involvement Plan](#) are the components of an integrated Community Involvement Program.

Overview

The goal of BNL's community involvement process is:

To identify the public's values, priorities, and concerns, and incorporate these into the activities conducted at and decisions made by Brookhaven National Laboratory when these activities or decisions can affect the public.

Fundamentally, the community should be involved in decision-making at BNL anytime it is required by law or DOE requirements, or anytime the community wishes to be involved.

Success in community involvement occurs when the community understands: what the decision is, how the decision fits within the overall Laboratory program, and how community input will or will not be used to shape the decision, and then sees tangible, specific results from its involvement.

The Laboratory's approach to assuring success in community involvement is presented in the [Brookhaven National Laboratory Community Involvement Plan](#). The plan is implemented throughout the Laboratory by:

- Incorporating this procedure into the Standards-Based Management System.
- Including community involvement goals and requirements into organizational plans.
- Including community involvement requirements into individual performance agreements (Roles, Responsibilities, Accountabilities and Authorities [R2A2s]) for level I and level II managers.
- Providing a Community Involvement Handbook for line managers that translates the plan into how-to instructions for undertaking community involvement.
- Training line managers and other Laboratory personnel on how to use the plan and handbook.
- Developing program- and project-level community involvement plans that are descriptions of the steps that are to be taken to conduct effective community involvement specific programs and projects.

This subject area addresses "Identifying issues/decisions that may require community involvement." Additional steps that will be taken to plan and implement community involvement activities are completed by a joint effort of the program(s) that owns the issue/decision and the Community Involvement Office.

References

[Brookhaven National Laboratory Community Involvement Plan](#)

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1. Identifying Issues That May Require Community Involvement

Effective Date: **September 2000**

Point of Contact: [Manager of Community Involvement](#)

Applicability

This information applies to Level I, II and project managers who are responsible for determining whether their programs or projects involve issues or decisions that may need community involvement.

Required Procedure

Note: Issues of community interest are identified in two ways:

- BNL identifies issues that are likely to interest the community.
- The community informs the Laboratory about issues of interest to it.

Step 1	Level I, II or project manager completes the Checklist for Identifying Issues / Decisions That May Require Community Involvement . Send the completed checklist to the Manager of Community Involvement . <ol style="list-style-type: none"> If any box is checked "yes," the issue is addressed jointly by the program(s) responsible for the issue and the Community Involvement Office. If the checklist includes all "no" responses, but at least one "maybe," then the Community Involvement Manager or designee evaluates the issue/decision with the Level I/II manager to determine if it is necessary to involve the community. If all boxes are checked "no," the Manager of Community Involvement reviews the checklist and files, and contacts the originator if there are questions. If there is a question on how to respond, then verify with your supervisor. You may always contact the Community Involvement Office for assistance with this process.
Step 2	If community involvement may be needed, the Community Involvement Manager or designee contacts the level I/II manager.
Step 3	The Level I/II manager responsible for the issue/decision and the Community Involvement Manager analyze whether community involvement is needed or advantageous to issue resolution or decision process.
Step 4	The Level I/II manager responsible for the issue/decision and the Community Involvement Manager determine the level of the issue/decision authority within the decision-making hierarchy at BNL, as outlined in the Community Involvement Plan .
Step 5	If needed for policy-level issues, then the level I/II manager responsible for the issue/decision and/or the Community Involvement Manager develop an Issue and Decision Paper/Recommendation that discusses the impacts of doing/not doing community involvement. It

	is presented to and discussed by the Laboratory Integration Council. The Council determines how the Laboratory will address the policy-level decision.
Step 6	For other level decisions, the level I/II manager/designee responsible for the issue/decision and the Community Involvement Manager/designee develop and implement a community involvement/communications plan for the issue/decision.

References


[Community Involvement Policy Statement](#)

[Community Involvement Plan](#)

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Process Flowchart for Identifying Issues / Decisions That May Require Community Involvement

Effective Date: **September 2000**

Point of Contact: [Manager of Community Involvement](#)

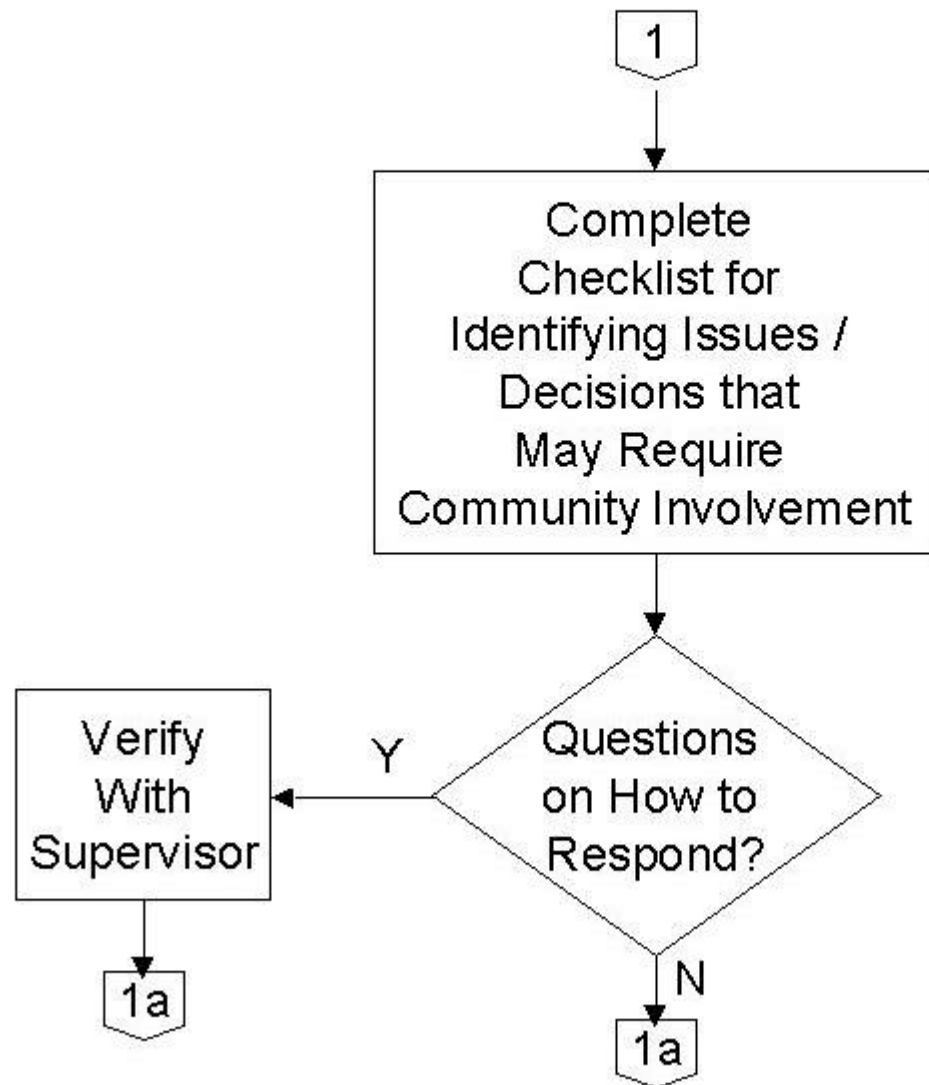
Identifying Issues/Decisions That May Require Com

1. Identify and Summarize Candidate Issue a Community Involvement may be Re

BNL or Community Identifies
Possible Issue/Decision
Note: Triggers in planning
documents, etc. will ensure
managers go to SBMS subject are

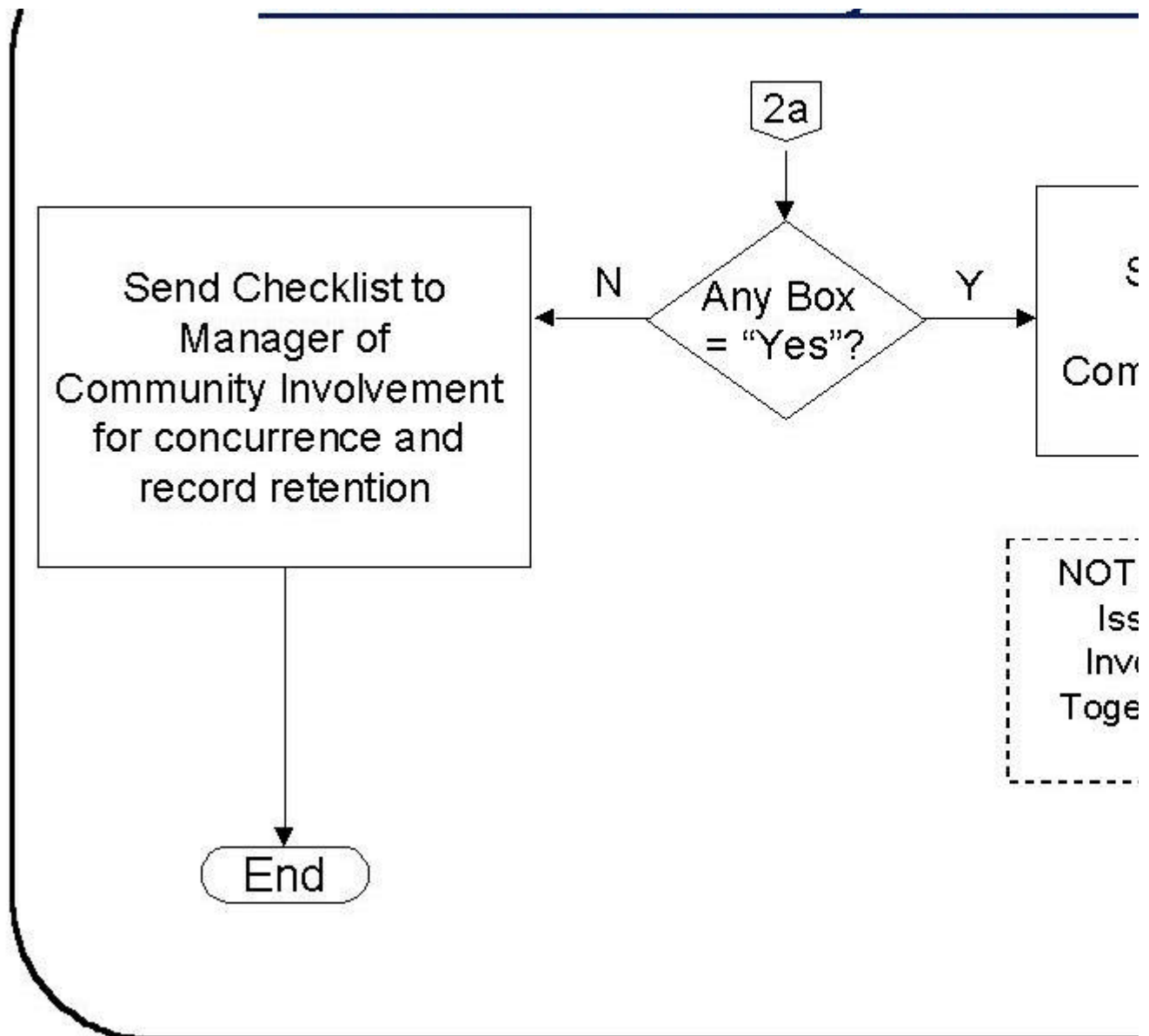
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Identifying Issues/Decisions That May Require Com



Identifying Issues/Decisions That May Require Com

1a. Determine if Community Involvement



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Checklist for Identifying Issues/Decisions That May Require Community Involvement

Issue/Decision:

Short description of issue/decision:

Name of level I,II or project manager:

Department/Division/Office:

Extension:

E-mail:

Building:

In answering the questions below, please consider all audiences who may be interested or affected, including internal and external groups. Examples of potentially interested audiences include: neighboring communities, community organizations, special interest groups, educational organizations, business organizations, regulatory agencies, Laboratory employees, Laboratory partners and clients, and Laboratory retirees.

If you have checked "Yes" or "Maybe" for any of the questions listed below, then community involvement may be needed for this issue. Send this completed Checklist to the Manager of Community Involvement. The issue will be addressed jointly by the program(s) that own the issue and the Community Involvement Office. If you have answered "No" to all of the questions listed below, then send the completed Checklist to the Manager of Community Involvement for concurrence and record retention.

Yes No Maybe

☐ ☐ ☐

1. Is community involvement required by law or agreement (e.g., Comprehensive Environmental Restoration, Compensation, and Liability Act, Resource Conservation and Recovery Act, National Environmental Policy Act)?

☐ ☐ ☐

2. As a result of this issue/decision, could safety or health risks be introduced into the workplace that are different from or exceed those usually encountered by BNL workers; could public exposures to radiation or hazardous materials increase; or could hazardous or radioactive substances be released to the environment (air, water, groundwater, or soil)?

☐ ☐ ☐

3. Could the issue/decision affect sensitive components of the ecological system on or off the Laboratory's site (e.g., encroachment on sensitive ecological areas by construction, disturbance of a habitat of a protected species, damage to wetlands, etc.)?

☐ ☐ ☐

4. Could the issue/decision affect the quality of life issues important to members of the community. Quality of life issues have included: access to the buffer zone for equestrian activities, access to the Peconic River for recreational fishing, access to BNL for concerts and similar cultural activities, access to walking and running routes for employee exercise, the visual esthetics of the region, or noise levels in the nearby community, waste streams, increased traffic, light pollution)?

☐ ☐ ☐

5. Could the issue/decision result in redirection of funds that will reduce, eliminate, or delay funding for programs that are sensitive or important to any segment of the community as defined above (e.g., money for research being redirected to a cleanup program)?

☐ ☐ ☐

6. Could or will the issue or activity be controversial? Are or will there be advocates within the community of one outcome versus another?

☐ ☐ ☐

7. Could the issue/decision impact one or more values, needs, concerns, priorities, or interests within the community? Does it imply a choice of one priority over another?

☐ ☐ ☐

8. Could the issue/decision set a precedent for future projects, programs, or activities (e.g., establish a planning assumption, set a default clean-up level, or establish a "standard" practice or procedure) or contradict precedents already set by previous programmatic decisions?

☐ ☐ ☐

9. Will involving the community in making this decision result in a better solution for the Laboratory?

☐


I have completed the Checklist for Identifying Issues /Decisions That May Require Community Involvement and have determined that this issue **does not need** community involvement.

☐

I have completed the Checklist for Identifying Issues /Decisions That May Require Community Involvement and have determined that this issue **may need** community involvement.

Signature _____

Return this form to K. Geiger, Community Involvement Office, Bldg. 134.



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None.

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Subject Area: **Community Involvement in Laboratory Decision-Making**

Revision History: Community Involvement in Laboratory Decision-Making

Point of Contact: [Manager of Community Involvement](#)

Revision History of this Subject Area

Date	Description	Management System
September 2000	This is a new subject area.	External Communications

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